

## HP 300 & HP 300XL Colour Ink Cartridge Refill Instructions

- 1, Place the ink cartridge on a suitable surface for refilling, ensuring it is protected in the event of any spillage. Using rubber gloves or vinyl gloves is advised to protect your hands from ink.
- 2, Assemble the syringe and needle and prepare all ink bottles ready for refilling.
  - 2, Peel the label off the ink cartridge.
  - 3, Fill the syringe with 5ml of ink.
- 4, Taking note of the relevant refilling holes insert the needle into the relevant hole on the cartridge. Enough to penetrate the internal sponge (ensure you do not push too far down) when slight resistance is felt in when pushing in, pull the needle up slightly, ensuring the needle is still in the sponge.
- 5, **VERY SLOWLY** inject the ink into the cartridge, ensuring that you stop before the ink rises to the top of the cartridge hole. It is advised to protect the other refill holes should any ink come out of the hole you are refilling.
- 6, Clean your syringe and needle after each colour use, by using clean water and sucking up and pushing the water back out. Do this approx 3 times to ensure the needle and syringe is clean. When the syringe and needle appear clean suck air up and push out to remove water from the syringe.
- 7, Perform steps 3-5 for all other ink colours
- 8, When you have finished refilling, leave the label off the cartridge and stand the cartridge in a tub or saucer for 8 hours to allow any excess ink to drain out of the bottom of the cartridge. Failure to do this may cause damage to your printer.
- 9, Insert cartridge back into your printer and ensure the ink level monitor is disabled, to avoid any “empty cartridge” warnings appearing.
- 10, Perform ink cartridge cleaning cycle approx 3 times, if the print is poor after doing this, the print heads may be blocked with dried ink. Please use print head cleaning fluid from the kit.

Please note the ink level will not work once the cartridge is refilled.

For best results, once the cartridge is empty refill it immediately before the remains of the ink dries.

You may need to turn off the ink level monitor; to turn it off press < and > at the same time, after releasing press in order 4, 5 and 6. A window will appear asking if you want to override the ink level, press 1 for yes.

